



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PHARMACY STOREKEEPER

Class No. 002662

■ CLASSIFICATION PURPOSE

Under general supervision, to direct and supervise the operation of a licensed, wholesale pharmacy, medical, janitorial and office supply warehouse; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This class is allocated only to the Health and Human Services Agency (HHS). The incumbent is responsible for supervising subordinate staff in operating the Health and Human Services Agency Health Services Supply Center Warehouse. This class differs from the next lower level, Pharmacy Stock Clerk, in that the latter performs non-supervisory work in receiving, storing, and distributing pharmaceutical, medical, and office supplies.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, schedules, assigns, trains, and evaluates the work of subordinate staff involved in receiving, storing, and distributing pharmaceuticals, medical devices, and biological items, and medical, and office supplies in a licensed, wholesale drug warehouse.
2. Fills requisitions for pharmaceutical and biological items, medical devices, and supplies.
3. Receives incoming shipments from vendors and checks item specification and quantity for accuracy and completeness.
4. Confers with clinic, pharmacy, and other health services staff to ensure that supplies are ordered and distributed.
5. Designs and arranges the layout of the warehouse.
6. Stores pharmaceuticals, medical supplies, and office supplies.
7. Ensures that the warehouse operation is properly secured and is in compliance with applicable state codes.
8. Monitors the temperature of refrigerated storage used for pharmaceuticals.
9. Prepares reports and processes purchase orders.
10. Maintains the supply inventory of the warehouse, records and files.
11. Documents the receipt and distribution of pharmaceuticals, medical, and office supplies.
12. Uses computer for data entry.
13. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Storekeeping methods and procedures used in receiving, storing, and issuing a variety of pharmaceuticals, medical, janitorial and office supplies.

- Safety and security practices and precautions used for the storage of drugs and medical devices/supplies.
- Inventory control practices and procedures.
- Warehouse layout design and arrangement.
- Provisions of the State of California's Business and Professional Code Section 4050.5 regarding the supervision of wholesale drug functions that are otherwise limited to a registered pharmacist.
- Generic and proprietary names of pharmaceutical products, potency, dosage forms available, and storage requirements.
- Supervision and training principles and techniques.
- Basic computer programs.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Supervise and train subordinate staff performing storekeeping work in a licensed, wholesale pharmacy, medical, janitorial and office supply warehouse.
- Ensure that supplies are ordered and distributed accurately and completely.
- Ensure that the warehouse operation is properly secured and is in compliance with applicable state codes.
- Ensure that pharmaceuticals are properly stored at the required refrigeration temperature.
- Accurately maintain the supply inventory of the warehouse.
- Perform basic arithmetic computations on units of measure.
- Communicate effectively, in oral and written form.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations, which require a high degree of sensitivity, tact and diplomacy.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: at least one (1) year of experience receiving, storing, distributing, and inventorying pharmaceuticals and biological, medical, and office supplies in a pharmacy or wholesale drug facility. Supervisory experience in planning, directing, assigning, training, and evaluating the work of subordinate staff in a pharmaceutical storeroom is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Constant: fine manipulations of both hands. Frequent: walking, repetitive use of both hands, simple and power grasping of both hands, pushing and pulling of both hands, reaching above and below shoulder level. Occasional: sitting, standing, neck and waist bending and twisting, repetitive use of hands, simple and power hand grasping, fine hand manipulation, hand pushing and pulling, reaching above and below shoulder level. Must be able to lift and carry up to 50 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

None Required.

Certification/Registration

The incumbent must possess an Exemption Certificate issued by the California State Board of Pharmacy at the time of appointment and must be maintained throughout employment.

Working Conditions

May be required to work on call.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: December 2, 1982
Revised: December 22, 1994
Reviewed: Spring 2003
Revised: May 20, 2004
Revised: March 31, 2006